

JOB DESCRIPTION

Job Title:	Finance Officer
Main Purpose of Job:	Support the financial and reporting needs of The Vegan Society, which includes aiding with reconciliation and review of the balance sheet and support with the Accounts Payable and Treasury functions. This role will assist with accounting entries, adjustments and analysis to ensure delivery of on-time and accurate financial management information.
Department:	Operations
Responsible to:	Finance Manager
Responsible for:	N/A
Based:	This will be a, primarily, remote working role, which requires the willingness and ability to travel to meet the needs of the team and the wider organisation when appropriate. There may be occasional travel for meetings with the wider team several times a year.
Salary:	Starting Salary: £29,413–£31,508 (depending on experience) Salary reviews apply
Benefits:	<ul style="list-style-type: none"> ▪ Flexible working hours ▪ Ethical pension scheme (5–7% employer contribution) ▪ Employee assistance programme and health cashback scheme ▪ Death in service benefit ▪ 28 days leave + 8 bank holidays (25 days annual leave and 3 closure days) ▪ Cycle to work scheme ▪ Volunteer days ▪ Animal companion compassionate leave ▪ Climate perks policy (up to six days additional paid time off when choosing sustainable transportation for foreign holidays)
Term:	Permanent
Hours:	37.5 hours per week Occasional out-of-hours working may be required to attend events and meet critical business needs.
Date of Issue:	April 2024

JOB ACTIVITIES

Sales Ledger:

1. Work closely with the sales team and raise invoices in accordance with the sales process.
2. Support the credit control function and chase outstanding payments for renewals and new business.
3. Provide up-to-date debtor ledger reports as required.
4. Manage the onboarding, due diligence and maintenance of suppliers onto the finance system.
5. Work closely with the Fundraising team and process the receipt of donations and legacies.

Purchase Ledger:

1. Process invoices and expenses for payment ensuring adherence to internal purchase policies and procedures.
2. Provide support and guidance to staff members and chase outstanding documentation to ensure correct processes are always followed.
3. On a weekly basis, process supplier payments and staff expenses online ready for authorisation.

Bank Reconciliation:

1. Support the reconciliation of bank accounts, credit cards, merchant platforms and aggregators.

Balance Sheet Reconciliation:

1. Maintain responsibility of designated balance sheet codes and assist with the preparation of month-end reporting.
2. Ensure balance sheets are kept up to date in readiness for year-end and annual audit.
3. Work closely with the Finance Manager and support the Auditor during the annual financial audit.

Business Systems, Policies and Processes:

1. Assist with the development of financial policies, streamline processes, production of working instructions and training materials.
2. Support the development of financial business critical systems and processes to increase efficiency and improve user journeys.
3. Investigate, report and where necessary make improvements to minimise non-compliance to ensure robust policies and procedures.
4. Support the Finance Manager and make suggestions for continuous improvement of systems and processes to support business requirements.

Customer Service:

1. Support the management of the finance mailboxes and respond to emails in a timely manner.
2. Act as the first point of contact and provide timely responses to internal and external stakeholders, customers and suppliers by email and over the telephone.

General:

The following duties are ones which all staff are required to perform:

1. Adhere to The Vegan Society's policies on Equality and Diversity, Health and Safety and Acceptable Use.
2. Always maintain data protection and confidentiality.
3. Observe health and safety procedures and always work safely.
4. Contribute to the overall ethos, work and aims of The Vegan Society, and maintain good communication with all stakeholders.
5. Be responsible for your own continuing self-development; undertake training as appropriate to the working environment and location and developments in your role.
6. Present a positive personal image, contributing to a welcoming environment, and treat all users with courtesy and consideration.
7. Carry out general office duties, including dealing with own correspondence and filing own papers.
8. Undertake any other duties as required by your manager to meet the changing needs and demands of The Vegan Society.
9. Attend organisational meetings as required.
10. Positively and actively promote The Vegan Society and its values.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager.

Data Protection:

During the course of your employment, The Vegan Society is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under The Vegan Society's data protection policy and privacy notice from time to time in force.

It is a condition of your employment that, as far as is possible and practicable, you are willing to adhere to a vegan diet and lifestyle.

PERSON SPECIFICATION

Job Title:	Finance Officer	
ATTRIBUTES	ESSENTIAL criteria of the ideal candidate	DESIRABLE criteria used to differentiate applicants
Qualifications	<ul style="list-style-type: none"> ▪ AAT qualified or studying towards or relevant work experience. 	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent.
Skills, Knowledge, Experience and Abilities	<ul style="list-style-type: none"> ▪ Minimum of 2 years' experience in a customer service environment. ▪ Good working knowledge of day-to-day transactional finance, including all aspects of purchase and sales ledger, credit control, bank reconciliation, balance sheet reconciliation and journal entries. ▪ A working knowledge of VAT. ▪ Excellent customer service skills. ▪ Experience of using accounting software. ▪ Knowledge and experience of working with databases and CRM systems. ▪ Strong IT skills, including Microsoft Office applications. ▪ Clear verbal and written communication skills. ▪ Professional telephone manner and interpersonal skills. ▪ Excellent administration skills within a busy office environment. ▪ Ability to analyse and translate data for reporting purposes. ▪ Ability to work independently without supervision and as part of a team. ▪ Ability to prioritise with excellent organisation and time management skills to manage a fluctuating workload to agreed deadlines. 	<ul style="list-style-type: none"> ▪ Previous experience of working within the charity sector. ▪ A good working knowledge of Sage accounting software. ▪ Experience of payroll. ▪ Knowledge of Gift Aid and PAYE year end.

<p>Personal Attributes and Qualities:</p>	<ul style="list-style-type: none"> ▪ Honesty with integrity. ▪ Thorough and methodical. ▪ Patient and calm under pressure ▪ An engaging and enthusiastic team player with a readiness to respond to developments as they occur. ▪ Solution-focused. ▪ Able to prioritise under pressure. ▪ Discreet and confidential. ▪ Efficient, organised, reliable and effective. ▪ Approachable, adaptable and a team player. ▪ Willing and able to identify and undertake appropriate training and development as required. ▪ Flexible to travel within and outside of the UK with advance agreement. ▪ Willing to adhere to a vegan diet and lifestyle as far as is possible and practicable. 	
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